

## **Vacancy Announcement**

### **U.S. ELECTION ASSISTANCE COMMISSION**

**Position:** Election Research Specialist  
AD-301

**Announcement No:** EAC-05-05A  
(ADMENDMENT)

**Salary Range:** \$72,000 - \$90,000 per annum

**Hiring Agency:**  
U. S. Election Assistance Commission  
1225 New York Avenue, N.W.  
Washington, D.C. 20005

**Opening Date:** 12-20-2004  
**Closing Date:** 01-14-2005

**Duty Location:** Washington, D.C.  
1 Vacancy

**AREA OF CONSIDERATION:** All United States Citizens

**RELOCATION:** Relocation expenses will not be paid.

#### **THIS POSITION IS OUTSIDE OF THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the excepted authority of the Help America Vote Act (HAVA). Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil services benefits (retirement, health benefits, life insurance, thrift savings plan, etc.) are applicable to this position.

#### **DUTIES:**

The incumbent carries out election reform program and services duties. This includes assisting in implementing and carrying out the various programs and initiatives required by HAVA, such as, but not limited to, requirements payments, grants programs, best practices, poll worker initiative, and program audits. The incumbent utilizes expert knowledge of the Federal election process in carrying out responsibilities. Thoroughly researches and provides Federal election information on all aspects of the Federal election process to EAC Commissioners and staff, State and local election officials, State legislators and staff, advocacy groups and United States citizens, as required. Conducts reviews and analysis of information and/or reports submitted by States for election reform programs and activities. Coordinates with States regarding changes and updates required on information or reports received. Plans, organizes and performs complex studies, reviews and analysis of election issues, problems and concerns. Assists in preparing background information and supporting documentation needed to conduct public meetings and public hearings. Develops project plans and assists in the preparation of Statements of Work for contractor support efforts, as needed. The incumbent will provide oversight and direction for the work of contractors and consultants, including monitoring cost and schedule performance. The Election Research Specialist will report to the EAC Executive Director. The supervisor makes assignments by defining overall objectives, priorities and deadlines. The incumbent plans the work, resolves problems, and carries out responsibilities with a high degree of independence. The incumbent will exercise considerable independent judgment and expert Federal election process knowledge in determining the appropriate course of action in carrying out the responsibilities.

## **QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications.** Candidates for the position must possess the following minimum qualifications:

- A baccalaureate degree in political science, public policy, or related area of study.
- Knowledge of and experience in the U.S. election process that provides an understanding of Federal, State and local roles and responsibilities.
- Extensive knowledge of laws, such as HAVA and NVRA, and any regulations governing the Federal election process.
- Strong analytical, problem solving, and research skills.
- Ability to work independently with minimal supervision.

**Preferred Qualifications.** Candidates with the following preferred qualifications will be considered to have outstanding skills and abilities:

- Direct experience in the administration of elections at the local or State government level.
- Proficiency in Spanish that demonstrates excellent reading, writing, and speaking of the language.

**Knowledge, skills and abilities required.** The successful candidate must also have outstanding knowledge, skills and abilities in the following areas:

- Extensive knowledge of, and ability to interpret, Federal and State election laws, regulations, procedures and practices from a policy implications standpoint.
- Demonstrated ability to review and write technical materials and documents.
- Demonstrated knowledge and ability to conduct complex technical studies or reviews, and to apply analytical and evaluative techniques in the process to review, analyze and/or interpret information and data for the purpose of developing recommendations, reports or other documents.
- Demonstrated ability to communicate effectively both orally and in writing to respond to inquiries, communicate requirements, prepare briefings and point papers, and write reports.

## **DETERMINING THE BEST CANDIDATES:**

All qualified candidates will be evaluated on the relevance and quality of their experience, education, performance appraisals, self-development, honors, awards, and outside activities as reflected in their applications, including the supplemental statement addressing the knowledge, skills, and abilities (KSAs) identified above, and other specifically requested documents. Your supplemental statement is required because it relates your qualifications in terms of KSAs necessary to successfully perform the duties of the position.

## **OTHER REQUIREMENTS:**

This appointment is subject to a probationary period.

Occasionally required to travel on official business.

## **OTHER INFORMATION:**

EAC was established by the Help America Vote Act of 2002 (HAVA). Central to its role, EAC serves as a national clearinghouse and resource for information with respect to the administration of Federal elections. According to the text of HAVA, the law was enacted to:

... establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs, to establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes.

-- Excerpt from [The Help America Vote Act of 2002](#)

HAVA requires that EAC:

- Provide for testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;
- Conduct public studies on various election administration issues;
- Submit a report on each study conducted, with recommendations, to the President, the House Administration Committee, and the Senate Rules and Administration Committee;
- Make requirements payments to States each year;
- Make grants to assist entities in carrying out research and development to improve the quality, reliability, accuracy, accessibility, affordability and security of voting equipment, election systems, and voting technology;
- Make grants to carry out pilot programs under which new technologies in voting systems and voting equipment are tested and implemented on a trial basis;
- Award grants to the National Student and Parent Mock Election, a national, nonprofit, nonpartisan organization that works to promote voter participation through voter education activities for students and their parents; and
- Conduct studies and issue reports on a variety of topics generally dealing with improving the administration of Federal elections.

## **HOW TO APPLY:**

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/of.asp> , or a resume with comparable information included. The application must include education, experience, foreign language ability and level of proficiency in reading, writing and speaking the language, current salary, social security number, date of birth, personal qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Your social security number (SSN) is requested to be included on your resume under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide your SSN on your resume will result in your application not being processed.

You must be a citizen of the United States.

**Application must be mailed to:**

U.S. General Services Administration, National Capital Region  
Agency Liaison Division, Room 7120  
7th & D Streets, S.W.  
Washington, DC 20407  
Announcement No.: EAC-05-01  
Attn: BerNadette Wiggins

Phone: (202) 708-5702

Applications submitted in postage paid Government envelopes will not be considered. Applications must be received by the closing date to be considered.

All applications received become the property of the U.S. Election Assistance Administration and will not be returned.

This Commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The successful candidate for the position of Election Research Specialist may be appointed without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of that title relating to classification and General Schedule pay rates.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor. **THE U.S. ELECTION ASSISTANCE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: [www.eac.gov](http://www.eac.gov)